

U.S. DEPARTMENT OF ENERGY RECORDS MANAGEMENT CENTERS OF EXCELLENCE

The Centers of Excellence and other information resources identified in this document are provided so that you may draw upon the records management knowledge and expertise that already exists within the Department.

This information resource is meant to assist you in establishing best practices, improving program effectiveness and achieving cost efficiencies. Multiple sites or organizations may be listed to provide optional viewpoints and approaches for solution.

Each office and point of contact referenced is known within the DOE Records Management Community to have a high degree of knowledge and experience in the areas designated. Each has agreed to share their solutions, insights and recommendations in order to further enhance the Department's Records Management Program.

AREA: ASSESSMENT AND PROGRAM EVALUATION

DESCRIPTION: Audit or review of site-level or management and operating contractor programs to ensure compliance with regulatory requirements and Departmental policies.

CENTERS OF EXCELLENCE: Oak Ridge Operations Office (OR); Richland Operations Office (RL)

POINT OF CONTACT: Cathy Marciante, OR (865-576-0944)

POINT OF CONTACT: Gail Splett, RL (509-376-8274)

AREA: DISCOVERY IN SUPPORT OF LITIGATION

DESCRIPTION: Extensive experience in providing records management support to litigation efforts, with processes and procedures in place to efficiently and effectively respond to document requests.

CENTER OF EXCELLENCE: Richland Operations Office (RL)

POINT OF CONTACT: Gail Splett, RL (509-376-8274)

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AREA: ELECTRONIC RECORDS MANAGEMENT

DESCRIPTION: The capture, maintenance, use, and disposition of records managed throughout their lifecycle in electronic format.

CENTERS OF EXCELLENCE: Savannah River (SR)/Westinghouse; Idaho Operations (ID)/INEEL; Yucca Mountain Site, Office of Radioactive Waste Management (RW)

POINT OF CONTACT: Dorothy Green, SR (803-952-8476); Kermitt Nicks, Westinghouse/SR (803-725-1216)

POINT OF CONTACT: Karin Brown, ID (208-526-1198); Lorrie Robb, INEEL (208-526-8161)

POINT OF CONTACT: Bob Wells, RW (202-287-1415); David Warriner, (702-794-1478)

AREA: ELECTRONIC SYSTEMS INTEGRATION

DESCRIPTION: The application of records management requirements to new and revised electronic systems and databases, and the elimination of duplicate systems maintained solely for records retrieval purposes.

CENTERS OF EXCELLENCE: Richland Operations Office (RL); Office of Legacy Management (LM); Savannah River Operations (SR)

POINT OF CONTACT: Gail Splett, RL (509-376-8274)

POINT OF CONTACT: Terry Brennan, LM (412-386-5989)

POINT OF CONTACT: Dot Green, SR (803-952-8476);

POINT OF CONTACT: Kermitt Nicks, Westinghouse SR (803-725-1216)

AREA: ENGINEERING RECORDS

DESCRIPTION: Experience with records depicting the concepts and precise measurements needed to plan and build structures, weapons, etc. These include design drawings, engineering, fabrication, construction, testing, modeling and related records, as well as computer aided engineering systems.

CENTERS OF EXCELLENCE: Oak Ridge Operations Office (OR), Bechtel Jacobs; Savannah River Operations Office (SR), Westinghouse

POINT OF CONTACT: John Jabaley, OR Bechtel Jacobs (865-574-5735)

POINT OF CONTACT: Tom McCarthy, SR Westinghouse (803-725-2185)

AREA: EPIDEMIOLOGY MORATORIUM and EEOICPA RECORDS

DESCRIPTION: Experience with EEOICPA and information on DOE's epidemiological moratorium.

CENTER OF EXCELLENCE: HQ Office of Environment and Health (EH)

POINT OF CONTACT: Roger Anders, (EH) -HQ (301-903-0127)

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AREA: KNOWLEDGE MANAGEMENT

DESCRIPTION: The systematic capture, organization, analysis and use of an organization's records, information and knowledge.

CENTER OF EXCELLENCE: Pacific Northwest National Laboratory (PNNL)

POINT OF CONTACT: Tom Anderson, PNNL (509-375-4499)

AREA: LEGACY RECORDS

DESCRIPTION: Experience with records retained after a site or major program has closed. Records may be maintained for epidemiological reasons, environmental monitoring, pension administration, etc.

CENTER OF EXCELLENCE: HQ Office of Legacy Management (LM)

POINT OF CONTACT: Terry Brennan, LM (412-386-5989)

POINT OF CONTACT: Jeanie Gueretta, LM, Grand Junction (970-248-7634)

POINT OF CONTACT: Karen Hatch, LM, Morgantown (304-285-1397)

AREA: PRESERVATION

DESCRIPTION: Experience in identifying, maintaining, making available and/or transferring permanently historical records to the National Archives.

CENTERS OF EXCELLENCE: Office of Scientific and Technical Information (OSTI); Energy Information Administration (EIA)

POINT OF CONTACT: Madelyn Wilson, OSTI (865-576-8408)

POINT OF CONTACT: John Paul Deley, EIA (202-586-6257)

AREA: PRIVACY ACT/FREEDOM OF INFORMATION

DESCRIPTION: Procedures in place to identify and publish systems of Federal records (including electronic records) that contain personal identifiers and information and also ensures the proper use of privacy act records. Procedures in place to ensure public access is granted to government information where possible, excluding: classified national defense and foreign policy information, etc.

CENTER OF EXCELLENCE: HQ Office of Environmental Health (EH); Oak Ridge National Laboratory (ORNL)

POINT OF CONTACT: Roger Anders, EH, HQ (301-903-0127)

POINT OF CONTACT: Juli Stewart, ORNL (865-576-0944)

AREA: RECORDS MANAGEMENT AWARENESS AND TRAINING

DESCRIPTION: Records Management training is provided as appropriate throughout various levels of the organization.

CENTER OF EXCELLENCE: Chicago Operations Office (CH)

POINT OF CONTACT: Georgette Lane, CH (630-252-8906)

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AREA: RECORDS MANAGEMENT FOR SITE CLOSURE

DESCRIPTION: Experience in records close out activities for a major project, program, or site.

CENTERS OF EXCELLENCE: HQ Office of Environment Management Cincinnati Business Center (CBC); Oak Ridge National Laboratory (ORNL)

POINT OF CONTACT: Susan Smiley, CBC (513-246-0596);

POINT OF CONTACT: Philip Van Loan CBC(513-246-0596);

POINT OF CONTACT: Cathy Marciante, ORNL (865-576-0944)

AREA: RECORDS MANAGEMENT PROCEDURES

DESCRIPTION: Includes processes and procedures for capturing, maintaining, and dispositioning Federal records; such as: inventory, indices/findings aids, records disposition schedule development and application.

CENTERS OF EXCELLENCE: Idaho Operations Office; Energy Information Administration (EIA) – HQ; Bonneville Power; Administration (BPA); Office of Counter Intelligence (CN)-HQ

POINT OF CONTACT: Karen Brown, ID (208-526-1198); Lorrie Robb, INEEL (208-526-8161)

POINT OF CONTACT: John Paul Deley, EIA (202-586-6257)

POINT OF CONTACT: Mary Rose Kerg, BPA (503-230-5456)

POINT OF CONTACT: Anthony Bailey, CN (202-586-1721)

AREA: RECORDS STORAGE

DESCRIPTION: Management of a state-of-the art records storage facility that meets and/or exceeds regulatory requirements.

CENTER OF EXCELLENCE: Oak Ridge Operations Office (OR), BWXT/Y-12

POINT OF CONTACT: Cathy Marciante, OR (865-576-0944); Betty Robinette, Y-12 (865-576-5694)

AREA: TEAM BUILDING

DESCRIPTION: Experience in establishing and facilitating records management workgroups to produce effective solutions.

CENTER OF EXCELLENCE: Waste Isolation Pilot Project (WIPP)

POINT OF CONTACT: Meg Milligan, Waste Isolation Pilot Project/Carlsbad Field Office (505-234-7340)

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AREA: VITAL RECORDS/DISASTER RECOVERY

DESCRIPTION: Identification of records essential to the continued functioning or reconstitution of operations in case of an emergency or natural disaster and those records needed to protect the rights and interests of the Department and individuals directly affected by its activities. Also plans of operation and access in case of an emergency/disaster.

CENTERS OF EXCELLENCE: Idaho Operations Office (ID); Office of the CIO (IM)–HQ; Richland Operations Office (RL); HQ Office of the Chief Information Officer

POINT OF CONTACT: Karin Brown, ID (208-526-1198)

POINT OF CONTACT: Jim Sledge, IM-44 (301-903-2883)

POINT OF CONTACT: Gail Splett, RL (509-376-8274)

AREA: WEAPONS RECORDS

DESCRIPTION: Experience with records that contain information necessary to maintain and enhance the safety, reliability, security and performance of the United States nuclear weapons stockpile, including the ability to design, produce, and test, in order to meet national security requirements.

CENTER OF EXCELLENCE: Albuquerque Service Center / NNSAA

POINT OF CONTACT: Theresa Follo, Albuquerque Service Center/NNSA (505-845-5680)